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UNITED STATES
DEPARTMENT OF AGRICULTURE
LIBRARY



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UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON 25, D. C.

LOANS TO OUT-OF-TOWN LIBRARIES

Publications in the collection of the U. S. Department of Agriculture Library will be made available for loan to out-of-town libraries in accordance with the following:

Method of Requesting:

1. Borrowing libraries will submit requests in duplicate. The carbon copy will be used for reply.
2. Requests may be made by letter or by form, according to the current practice of the borrowing library.
3. Individuals requesting loans will be referred to their serving libraries so that all requests may be made on an interlibrary loan basis.
4. Since items requested must be transferred to this library's request slips before shelves can be checked, service would be expedited if each item requested were noted on one of these request slips (Form AD-245). Such forms will be supplied by this library upon request. These forms may be used in lieu of request letter or form, if desired.

Citations:

1. Citations should be complete, especially in cases of periodical requests.
2. Borrowing libraries should verify references before requesting loans. This library will not verify incorrect references unless the borrowing library has exhausted its bibliographic resources, in which case notation to this effect, and summary of sources searched, should be furnished by the borrowing library.

Loanable Material:

1. Borrowing libraries should request from this library only material not generally available elsewhere. Issuances of another federal agency should be requested from that particular agency, and requests for such material should be directed to this library only when the source-agency library is unable to supply.
2. Material in the following categories is not generally available for out-of-town loan:
 - a. Periodicals.
 - b. Foreign statistical publications (Classes 253 - 273).
 - c. Rare books.
 - d. Publications in the Reference collection.
 - e. Reserve material.
3. Borrowing libraries are requested to purchase photoprint or microfilm in lieu of loan insofar as possible.

Loan Period:

1. Material is loaned for one month.
2. Renewals will be considered, if request for renewal is received on or before the due date.
3. Material loaned is due in this library on the date noted on the Due Slip which is inserted in the volume being loaned.

Reserves:

1. Material out on loan, in use, or at the bindery, will not be reserved for other libraries.
2. Requests for material previously so reported will be accepted on a first-time basis.

Recalls:

1. Publications loaned to other libraries are subject to immediate recall when needed by this library.
2. Material so recalled must be forwarded to this library within 24 hours after receipt of the recall notice.

Delivery:

1. Material being sent on loan will be transmitted by Registered Mail or Express Collect, depending on the size and weight of the shipment.
2. Returns should be made by Registered Mail, Insured Mail, or by Express Prepaid.

Returns:

1. Material is considered overdue if received in this library after the due date noted on the Due Slip.
2. Continued disregard by a borrowing library of the due date may result in cancellation of borrowing privileges until records are satisfactorily cleared.

Replacements:

Borrowing libraries should replace borrowed material if:

1. Mutilated while on loan.
2. Lost while in use in the borrowing institution.
3. Lost in transit.

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